

COURSE ORDER / BOOKING FORM

Contact:
Company:
Address:

Tel No:
Fax No:
Mob No:
E-mail:

Course	Date(s)	Delegate Name	Job Title	Cost

	Sub Total:	£
Registration & Certificates @ £45.00 per person per course =		£
VAT @ 17.5%		£
TOTAL:		£

Deposit of 25% to be enclosed with the completed Booking Form £

I have read and fully understand the terms and conditions as listed overleaf.

Name: _____ **Signed:** _____

Position: _____ **Date:** _____

Please return the booking form together with your deposit to:
 Elite Specialist Training Ltd
 PO Box 417
 PRESTON
 Lancashire
 PR4 6WY

Balance must be paid at least 2 weeks prior to the starting date of the course.
 See our **Terms and Conditions** overleaf.

ELITE SPECIALIST TRAINING LIMITED

TERMS AND CONDITIONS

Definitions

- ✍ “Elite” means Elite Specialist Training Ltd.
- ✍ “Third Party” or “Customer” means the company or end user or delegate or individual to be trained by Elite.
- ✍ “In-house” means a training course provided exclusively to an Elite client or to employees of an Elite client, regardless of location.

Booking

Bookings for training courses must be received on an Elite Order / Booking Form signed by an authorised person and accompanied by a 25% deposit. Elite will acknowledge receipt and confirm the booking within 10 working days of receipt. Payment of the balance of the course fee (including vat) must be made to be received fourteen days prior to the first day of the course. Cheques should be made payable to Elite Specialist Training Ltd. Fees include course documentation and practical materials but do not include accommodation or subsistence although for courses held at the Elite training venue, tea or coffee is included. Elite will submit joining instructions to the authorised signatory within 10 working days before the course start date.

Certificates will not be requested from CITB or City & Guilds until all fees due to Elite have been paid in full.

Cancellation

Cancellations must be made in writing. Cancellations received more than fourteen days before the start day of the course will be subject to an administration charge of 25%. For cancellations received within fourteen days of the start date of the course the full fee is payable although the customer may substitute an alternative delegate up to the time of the start of the course at no additional charge. Substitutions should be notified to Elite in writing.

Elite reserves the right to cancel any course or its venue and, in such circumstances, course fees paid will be reimbursed or deferred for future courses by mutual agreement. In such circumstances all liability of Elite is limited to the value of the original course fee.

Content of course

Elite reserves the right to make changes to the content of any course at its sole discretion and without notice. Any material difference in course content will be notified to customers as soon as practical.

Course location

Unless otherwise notified all training courses will be held at Valera Refrigeration Ltd, Plox Brow, TARLETON, Lancashire, PR4 6HB.

Training can be provided in-house at the premises of the customer or at a venue local to the customer provided a suitable training environment is provided. Elite accepts no responsibility for the quality of venues, refreshments and the like provided by third parties. The customer is responsible for ensuring all relevant safety legislation with regard to equipment and environment is met and agrees to meet any dietary or other needs of delegates and trainers. The customer is responsible for ensuring all reasonable steps are taken to safeguard the representatives of Elite when on customer or third party premises together with any property brought onto such premises by Elite for the purposes of the training course.

Delegate fitness

Elite reserve the right to terminate the training course for any delegate it feels is unsuitable to attend. Any delegate who disrupts training or is in anyway abusive whether verbally or physically will be removed from the course. In such circumstances the customer will not be entitled to any credit or reimbursement with respect to course fees paid. Elite accepts no responsibility for the performance of any delegate after course attendance. It is the responsibility of the customer to ensure that the delegate possesses the necessary knowledge and skills required for the course and to benefit from the objectives of the course.

Intellectual Property Rights

All copyright, design right and other intellectual property rights used, created or embodied in or arising out of the training services remain the sole property of Elite and the customer and delegate shall not during or at any time after completion of the training course dispute the ownership of such rights. All materials and information (in whatever form) provided by Elite in connection with the training course shall not be copied, distributed or made available to third parties and shall be used only for the purpose for which they were provided.

Liability

Elite’s liability for loss and damage shall be limited to a claim for damages limited to the value of the original course fees. Elite will not be liable for indirect, special or consequential loss (including loss of anticipated profit), howsoever arising.

Late Payment

Where there is a delay in payment of sums due to Elite by the customer default interest shall become payable in accordance with the Late Payment of Commercial Debts (Interest) Act 1998 at the maximum rate permissible thereunder.

The Law

These conditions shall be governed by and construed in accordance with English law.

Amendments

This Agreement and these terms and conditions can only be amended or varied with the written agreement of Elite.

General

All bookings on courses are subject to the above terms and conditions and the customers acceptance of them constitutes a legally binding agreement. The customer will be deemed to have accepted these terms and conditions unless Elite receives written notice from the customer to the contrary within seven days of Elite sending to the customer this document.